



Michigan P-20 Data Connection

Newsletter

Spring 2011

Director's Notes

I would like to take this opportunity to introduce you to the Center for Educational Performance and Information's (CEPI's) first Michigan P-20 Data Connection Newsletter. Previously, CEPI distributed a newsletter for the Michigan e-Transcript Initiative to provide the latest news and efforts related to that project. I am happy to report that the Initiative has been quite successful, and we are expanding the newsletter to incorporate preschool through postsecondary (P-20) data connection news.

Significant projects are occurring at CEPI to ensure a P-20 data connection. These include:

- The Institutions of Higher Education (IHE) Request for Unique Identification Code (UIC) process;
- The creation of the Student Transcript and Academic Record Repository (STARR) to collect transcript/student progress data;
- The kindergarten through twelfth grade Teacher Student Data Link (TSDL) Collection;
- The initial design of the Michigan Statewide Longitudinal Data System (MSLDS); and
- The data reporting portal, tentatively named the Mi School Data.

Please accept my sincere "thank you" to all of the associations and workgroups that have provided expertise and resources to help ensure that the P-20 data connection is a success, thus helping preserve vital education resources in our state.

The Teacher Student Data Link (TSDL) workgroup, consisting of individuals representing intermediate school districts (ISDs), public school academies (PSAs), local education agencies (LEAs) and various state agencies, has been working through collection details and on answering the hard questions about how to collect these data for meaningful analysis.

The e-Transcript Initiative has made substantial progress, even in the larger districts which may have required a little more effort to accomplish the task. Leaders who have emerged are: 1) Paul Farnham, Bob Gerrity and the team from Wayne RESA; 2) Cynthia Cockrel and the team from Detroit Public Schools; 3) Susan Orzula, Mike King, Susan Heynig and the team from Grand Rapids Public Schools; 4) Jan Helie from Bangor; and 5) John Heitsch from Gratiot-Isabella RESD. Many others have

been so supportive and helpful along the way, too.

From the postsecondary realm, CEPI is appreciative of MACRAO, MI-AIR, MCCA and PCSUM for contributing their time and expertise on collaborative efforts with CEPI on policy and implementation discussions. Specifically, I'd like to thank Scott Owczarek formally from MSU, Kortney Briske from U of M and the rest of the UIC workgroup for their contributions and testing the IHE Request for UIC Collection.

A data conversion tool to PESC XML for the STARR upload has been created, and I especially appreciate the work by Jim Brower and Randall Melton at Lake Michigan College for creating this tool and offering to share it amongst the colleges and universities in our state. Special thanks to Nick Baker at Kirtland Community College and Randall Hickman at Macomb Community College for testing the tool, providing assistance with the data elements for collection and with presentations.

The IHE data elements for collection have also been established using input by many postsecondary individuals across the state, which CEPI deems invaluable. Finally, the STARR contract partnership was informative and resulted in a solid agreement for statewide use.

Let's keep up the positive work! Although these American Recovery and Reinvestment Act (ARRA) efforts require time and effort from us all, the end results to meet shared goals for improving education outcomes in Michigan are within reach. It is very rewarding to work with such terrific people and to see the forward progression, which will ultimately benefit every student's learning experience.

Regards,
Thomas Howell, CEPI Director



- For more information on the P-20 data connection, view the CEPI Web site at www.michigan.gov/cepi.
- Contact CEPI at CEPI@michigan.gov or call 517.335.0505, option 3.

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Who's Who at CEPI



CEPI staff members are working diligently with school districts, IHEs, workforce training teams, state agencies and various stakeholders to ensure Michigan stays in compliance with ARRA. You may have worked with or seen these individuals at conferences:

- Thomas Howell-Director. He is responsible for directing CEPI's efforts as they relate to state and federal compliance. He coordinates over-all policy, projects and planning at CEPI.
- Trina Anderson-Student data manager. She manages the PK-12, IHE and workforce UIC processes, PK-12 data collection efforts, the Michigan e-Transcript Initiative and the transcript and academic record data collection into the STARR. She also manages the ARRA efforts to link teachers to students.
- Michael McGroarty-Longitudinal data manager. He manages the development and maintenance of the Michigan Statewide Longitudinal Data System, which is key to making the P-20 data connection. He also manages state and federal reporting requirements.
- Paul Bielawski-School data manager. He manages the creation and maintenance of the Mi School Data portal, which will provide the P-20 data to the public, schools, policymakers and stakeholders. He also manages the Educational Entity Master (EEM), Registry of Educational Personnel (REP), Financial Infrastructure Database (FID) and the School Infrastructure Database (SID).



NSC StudentTracker Tool



Through a grant funded by the US Department of Education, CEPI, the Michigan Consortium for Educational Research (MCER) and the Michigan Department of Education (MDE) partnered to provide Michigan high schools with the National Student Clearinghouse's (NSC) StudentTracker Tool through August 2011. The StudentTracker Tool helps districts analyze student performance and improve operational efficiency by providing information on college attendance and academic achievements of their graduates. This service can help assess how well students are being prepared for higher education, all while complying with FERPA. CEPI, MCER and MDE hopes that Michigan high schools will find this free tool beneficial. Here are some of the benefits:

- Tracks your students' college attendance nationwide
- Helps you accurately assess your college preparation efforts
- Measures your graduates' persistence in college

How it works:

1. You provide the Clearinghouse with a history file of your graduates. After each graduation period, you submit an update with new diploma recipients.
2. StudentTracker runs your file against the Clearinghouse's national student-level database to search for matches.
3. Matches are compiled in a comprehensive report and sent to you each year.

The CEPI Web site has information on how to get started. Go to www.michigan.gov/cepi and click on the blue "e-Transcripts" menu at the left. Look for the National Student Clearinghouse section for:

- An overview of the StudentTracker Tool including
 - A sample report that the high school would receive
 - The Implementation Guide explaining the process for sending data and receiving a report
 - A step-by-step guide on how to format the excel spreadsheet for the data request
- A registration link to the National Student Clearinghouse StudentTracker Webpage, which contains instructions about obtaining the agreement form.

Please take advantage of this free service. Remember, the sooner you submit your data to the StudentTracker, the quicker you will receive information on your graduates! For more information, visit the NSC's Web site at: www.studentclearinghouse.org. If you have questions or need assistance with file uploads, contact: studenttracker@studentclearinghouse.org.



Did You Know?

- CEPI is a division of the State Budget Office in the Michigan Department of Technology, Management and Budget, which collects, stores and reports data about the performance of Michigan's PK-12 public schools and students.
- Currently, CEPI collects data from 57 intermediate school districts, 791 local education agencies, 3,990 schools and several programs.
- A total of 1.6 million students and 267,675 educational personnel members are served and work for these entities.
- When Michigan accepted the American Recovery and Reinvestment Act (ARRA) funds distributed to public schools and postsecondary institutions via the State Fiscal Stabilization Fund (SFSF), Michigan agreed to connect data from preschool through postsecondary education. As a result, CEPI has now been tasked with the collection, storage, maintenance, analyses and reporting of P-20 data.

With the number of high schools and IHEs going "live" with the Docufide e-Transcript service growing daily, it is important that the school staff, parents, students and alumni are kept well informed on how to implement and use the service. Docufide provides promotional and training materials to ease this transition. To obtain copies, please e-mail Docufide at Mletranscript@docufide.com.

Below are some implementation, promotion and training tips. All documents and materials mentioned can be found on the CEPI site at: www.michigan.gov/cepi, click on the blue "e-Transcripts" menu at the left and then view the links within the Promotion and Training box.



Staff

1. Make sure all staff members are aware of the Docufide e-Transcript service available at the school. Even if these staff members do not process transcripts for students, they will appreciate being informed of this service so they can help educate their students. Suggested promotional materials include the:

- Docufide Service Overview
- Promotional Materials for Staff

Suggested distribution methods include providing and explaining these materials at staff meetings as well as posting them on your school's faculty/staff Webpage.

2. Ensure that key staff members are involved with the implementation of the service.

Docufide provides the Implementation Support Call, an online webinar, for staff members such as superintendents, principals, curriculum directors, secretaries, guidance counselors and registrars, providing information on how to implement e-Transcripts at the school and transition from paper-based to electronic transcripts. It is recommended that staff attend the session together so that questions, issues, and concerns can be discussed as a group. For more information on this webinar and scheduling, please view the Staff Training Webinars link.

3. Train staff members who process transcripts on how to use the system. Docufide offers two online webinars: 1) Standard Secure Transcript Training and 2) Advanced Secure Transcript Training. These webinars cover topics from signing in and approving requests to advanced reporting and fee waivers. For more information and scheduling, view the Staff Training Webinars link.



Students/Alumni

1. To help create efficiency and cost savings at your school, students and alumni need to know that the service is available and how to use it. Train students and alumni on how to use the service. Teach them how to complete the five-minute registration before they send transcripts. Help them to locate where the e-Transcript link and help documents appear on your school's Web site. Provide them information on whom to go to for help. When teaching students/alumni how to use the service, here are some suggested materials:

- Docufide Service Overview
- Promotional Materials for Students/Alumni

Suggested distribution methods include senior night and in classrooms. A computer lab class is an excellent opportunity to walk the students through the registration process. Another chance to demonstrate the service is to have a computer in the guidance counseling office for students and alumni to walk through the process with staff members. An introduction to this service and where to find information can be included in the student handbook and posted on the school's Web site. These materials can appear on the student page, alumni page, guidance counseling page and even the homepage until the service becomes widely used.

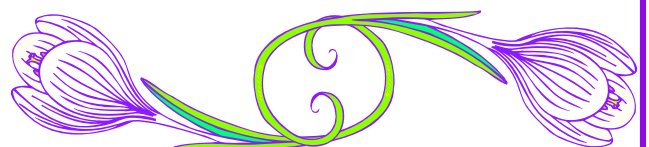


Parents

1. Provide parents the chance to learn about the service. This is a great opportunity for parents to become more involved in their child's college or career planning. Suggested promotional materials include the:

- Docufide Service Overview
- Promotional Materials for Parents

Suggested distribution methods of this information are to post them on your school's Web site, include them in your next mailing packet to parents and provide them during parent/teacher conferences.



Before an IHE can upload data to the STARR application, every student record must have a Unique Identification Code (UIC). The Institutions of Higher Education (IHE) Request for UIC Collection in the Michigan Student Data System (MSDS) is the means by which an IHE acquires UICs.

The IHE Request for UIC Collection enables the IHE to submit a file to the MSDS with basic student information (first name, last name, date of birth and gender) that then goes through a matching process against the MSDS UIC master table to search for the UIC. If there is a match based on the core fields, the existing UIC will be assigned to that record. If there is not a match, a new UIC will be created. Any records with possible matches will be assigned a new UIC. At periodic points, a mass linking process in the MSDS will be utilized to link newly created UICs with pre-existing UICs where appropriate. IHE authorized users can upload files to the MSDS as well as search via the online interface for student UICs. The security agreement for users requesting this access will need to be signed by each institution's registrar.

Communications, security agreements for access to the MSDS, a frequently asked questions document, the XML schema and a user guide are available on the Web site at: http://www.michigan.gov/cepi/0,1607,7-113-986_50502_56413---,00.html. There is also a STARR Listserv to encourage discussions and provide feedback.

CEPI presented on the IHE Request for UIC Collection process at the fall MACRAO conference. This presentation covered security, MSDS access, file format, MSDS navigation, viewing the reports and the results of the pilot test performed by a workgroup selected by MACRAO. The presentation and rollout communication were sent to the membership and are posted on both the MACRAO and the CEPI Web sites.

Mark Your Calendars

The timeline for uploading the student transcripts to CEPI for high schools is from June 1, 2011 to June 30, 2011. IHEs will upload student academic record data to the STARR application from May 9, 2011 to May 31, 2011.

The next window for submitting files to the MSDS to acquire UICs for postsecondary students is from April 6, 2011 to April 22, 2011. The MSDS will open in May for IHEs to obtain UICs for student records not included in the April upload.

Upcoming CEPI Presentations

March 28: President's Council, State Universities in Michigan (PCSUM)

April 8: Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO)

Student Transcript and Academic Record Repository

CEPI has created the Student Transcript and Academic Record Repository (STARR) Listserv to encourage discussions and feedback. To join, go to www.listserv2.michigan.gov.

High Schools

High Schools will be uploading transcript data to CEPI via the Docufide e-Transcript service from June 1, 2011 to June 30, 2011. A staff member at the school will upload all 9th-12th grader's transcripts. The transcript upload occurs by selecting all transcripts and "printing" them to Docufide in one print session. All transcript data will be routed by Docufide to the STARR with secure access only by CEPI to perform required federal reporting. Communications regarding this data upload are forthcoming.

Institutions of Higher Education (IHEs)

IHEs will be uploading portions of the student's academic record data to the STARR application. Only those data elements which will fulfill our state's federal reporting requirements will be uploaded. Those elements have been vetted by IHE workgroups and appear on the CEPI IHE Webpage. Each college will upload its file to the STARR application from May 9, 2011 to May 31, 2011. A report will be populated with the details of the set of records included in each file upload and their processing status.

CEPI created the IHE Webpage to provide more information about the STARR data collection. This site contains the data elements for upload, the XML schema, the XML sample schema, STARR user guide and CSV to XML conversion tool, among others. To visit the IHE Webpage, go to: <http://www.michigan.gov/cepi/0,1607,7-113-57943---,00.html>.

The Michigan Statewide Longitudinal Data System (MSLDS) is the means for providing information on student college and career readiness by connecting and analyzing Michigan's P-20 education data. The MSLDS will be incorporating data from PK-12 and IHEs to meet the American Recovery and Reinvestment Act and the America Competes Act requirements.

Work on the MSLDS is steadily progressing. CEPI has secured the vendor, which is tasked with the creation of the MSLDS. The MSLDS is being developed in phases, which aligns with databases being added to the system. The phases and databases are:

Phase I

- Michigan Student Data System (MSDS)
- Educational Entity Master (EEM)
- Office of Educational Assessment and Accountability databases

Phase II

- Student Transcript and Academic Record Repository (STARR)
- National Student Clearinghouse data
- Registry of Educational Personnel (REP)
- Financial Information Database (FID)

Phase III

- School Infrastructure Database (SID)
- Michigan Adult Education Reporting System (MAERS)
- Michigan Compliance Information System (MI-CIS)
- Career and Technical Education Information System (CTEIS)
- Michigan Electronic Grant System (MEGS)
- Migrant Education Data System (MEDS) and other education databases



The timeline for the MSLDS is:

- December 2010: MSLDS vendor contracted and began design of phase I
- January-September 2011: MSLDS phase I development and implementation
- March 2011: P-20 Advisory Council Convened
- September 2011: Data analysis and report generation from the MSLDS
- September 2011: Phase I of the MSLDS is delivered and implemented, phase II development work begins and phase III deliverables to be identified and defined

The CEPI Web site contains information on the overview and scope of the MSLDS. To view this information, go to www.michigan.gov/cepi and click on the blue "Michigan Statewide Longitudinal Data System" menu at the left. CEPI has also created the MSLDS Listserv to encourage discussions and feedback. To join, go to www.listserv2.michigan.gov.

Did you Know?

CEPI welcomes volunteers to test applications, upload test files and review documentation. If you would like to lend your expertise, please contact CEPI at CEPI@michigan.gov

Mi School Data Portal

The Michigan School Data Portal (Mi School Data) project will be the means for the public, school districts, IHEs, workforce training teams, state agencies and various key stakeholders to view the P-20 education data. The Mi School Data project is being developed in phases as new data are added. Phase I of the portal project aligns with the data involved in phase I of the MSLDS project.

The Mi School Data portal project timeline is:

- November 2010-January 2011: Planning
- January-March 2011: Requirements Validation, Technical Design/Data Modeling
- April-June 2011: Development
- July-August 2011: Testing and Deployment





E-Transcripts

- Q:** As an admissions staff member from an IHE, it would be helpful to see fields included on the e-Transcript such as the CEEB code, CIP codes and MME scores. Is this something CEPI can help facilitate?
- A:** These are great suggestions, but some that CEPI cannot ask high schools to include, as they are not needed to perform the data analysis for ARRA reporting requirements. Some high schools may not be aware of what elements receiving institutions would like to see included. CEPI suggests joining the e-Transcript Listserv and sharing your ideas. If schools see the need/benefit of adding these fields, there is a better chance that it will happen.
- Q:** The Docufide system offers students the ability to import their applicant ID onto the transcript, which is helpful. How can we increase the use of this feature amongst students?
- A:** This is an optional field to allow students who do not know their applicant ID to continue with the transcript request. What everyone can do is encourage students to use this feature. Explain to them the potential benefits, such as: 1) this helps ensure a complete admissions submission and 2) using this may get them a faster admission notification. The college could e-mail the student the applicant ID and the high school can remind students to use it when requesting a transcript. If you have other suggestions, please post them to the e-Transcript Listserv.
- Q:** Are IHEs required to place the UIC onto the transcript given that the e-Transcript service is optional?
- A:** It would be in everyone's best interest to include the UIC so that the receiving institution has the correct UIC on the transcript and does not risk creating a new UIC.



Mi School Data

- Q:** Will staff members at the schools be able to access the data about their students?
- A:** The data displayed from the portal will have drill-down capabilities, dependent upon the access-level granted to the user.
- Q:** How is FERPA being addressed?
- A:** The portal will be FERPA compliant. Currently, FERPA states that once a student leaves an education institution, that institution is not able to receive individual-level data on the progress/success of that student. There are conversations at the national level to address this FERPA limitation on a statewide longitudinal data system, with the goal of possibly altering the language to enable greater access to these data.
- Q:** Will school staff members be able to advise CEPI on the reports made available?
- A:** Yes. In fact, CEPI is seeking individuals from a variety of education capacities to provide input on the types of queries and reports that the portal produces. Please contact CEPI if you would like to be apart of these discussions.

MSLDS

- Q:** Not all Michigan PK-12 students attend college in Michigan. How will those students be tracked without a national UIC and other states' data in the MSLDS?
- A:** CEPI is utilizing the National Student Clearinghouse (NSC) to locate Michigan students who now attend college elsewhere. These data will be utilized for ARRA reporting requirements and loaded into the MSLDS during phase II of the project.



P-20

- Q:** Can you briefly explain how the e-Transcript system and the STARR projects fit together to create a P-20 data connection?
- A:**
- a) All students must have a UIC for CEPI to connect the education data. For IHEs, the UIC is received via the high school Docufide e-transcript or by going to the MSDS to get one. For PK-12, the UIC is required on all records submitted to the MSDS.
 - b) The IHE will add the UIC onto its records. High schools will upload transcript data to CEPI via the Docufide Secure Transcript service. IHEs will upload via the STARR application. Docufide will route all data to the states data repository (STARR).
 - c) CEPI will pull the data from the STARR into a repository behind the State's firewall and perform the necessary data analysis for ARRA compliance.
 - d) In phase II of the MSLDS, the STARR data will be pulled into the MSLDS.
 - e) The MSLDS data (containing STARR data) will be sent to the Mi School Data portal to display to the public, school staff, researchers, stakeholders, policy-makers, etc., depending on access level.
- Q:** What is the role of the P-20 Advisory Council and the workgroups below it?
- A:** The P-20 Advisory Council is charged with developing and recommending policies and agendas for the implementation of the MSLDS. The workgroups below it will focus on implementation challenges and issues aligned with prekindergarten, PK-12, adult learner and workforce data. These issues center around data exchange between PK-12 and IHEs, the education community and CEPI.

